

CLASSIFICATION: Highway Garage Custodial Attendant

Class Code: 5042-07

Date Established: 08-19-77

Occupational Code: 5-1-3

Date of Last Revision: 07-19-12

BASIC PURPOSE: To perform a wide variety of custodial and building security functions at a highway garage or highway garage complex.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs repetitive routine work concerned with complete cleaning service, shoveling of snow, mowing and performing other custodial duties.
- Operates and performs minor maintenance and repairs on machines such as floor buffers, lawn mowers, vacuum cleaners and string trimmers to clean floors, cut lawns and remove brush.
- Pumps gasoline and puts oil in state vehicles as needed.
- Performs minor building repairs and plumbing duties such as replacing fluorescent light bulbs, painting walls and floors, and replacing washers in plumbing fixtures.
- Checks for and reports building maintenance/repair needs and equipment malfunctions to allow for timely repairs.
- Performs security checks of the complex, which may include closing and securing facility at the end of shift, arming the computerized security system, identifying and reporting security problems to proper authorities, and assuring all doors and windows are locked.
- Draws cleaning and paper products from the stockroom and maintains a record of custodial items used to maintain usage and inventory.
- Records and maintains record of gas pump meter readings.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Education: Completion of high school or its equivalent.

Experience: One year's experience with custodial or general maintenance.

License/Certification: Must possess a valid driver's license.

RECOMMENDED WORK TRAITS: Working knowledge of the methods and tools used in minor maintenance and repair work. Working knowledge of occupational hazards and safety precautions. Ability to perform arithmetical calculations rapidly and accurately. Ability to understand and carry out oral and written instructions. Ability to maintain good physical condition and sufficient strength to do medium lifting. Ability to establish and maintain harmonious working relationships with other employees. Ability to work under a variety of weather conditions.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.